



## Policy Attachment: 15.14, Adoption Assistance Case File Contents

<b>Subject:</b>	<b>Protocol for Adoption Assistance Case File Contents</b>
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### Additional Information:

\* All Adoption Assistance Files should be organized and filed in accordance with the outline in this protocol.

1. **Initial:** This section consists of initial documentation required to establish an adoption assistance case. Appropriate documentation for this section should include the following:
  - a) **CS-0460, Intent to Adopt Placement Agreement ( Part 1) and Application for Adoption Assistance (Part2)**
  - b) **CS-0461, Adoption Assistance Agreement Applied for Prior to October 1, 1997** and supporting medical/psychological documentation
  - c) **CS-0513, Adoption Assistance Agreement on or After October 1, 1997** and supporting medical/psychological documentation
  - d) Presentation Summary
  - e) Final Order of Adoption
  - f) **CS-0674, Special or Extraordinary Rate Request**
2. **Renewals/Revisions:** This section consists of all information needed for Renewal or Revisions made in the Adoption Assistance case. Appropriate documentation for this section should include the following:
  - a) **CS-0459, Adoption Assistance Renewal Affidavit** and supporting documentation, (i.e., proof of residency, medical/psychological documentation)
  - b) Cover letter for Renewals
  - c) Certified letter/receipt for **CS-0459, Adoption Assistance Renewal Affidavit**, not returned
  - d) Revised **CS-0513, Adoption Assistance Agreement on or After October 1, 1997** and supporting documentation
  - e) **CS-0686, Notice of Denial, Termination, or Change in Adoption Assistance**

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- f) ***CS-0403, Appeal for Fair Hearing***
- 3. **Eligibility:** This section consists of information related to the child's funding source and continued eligibility for Adoption Assistance payment. Appropriate documentation for this section should include the following:
  - a) ***Notice of Child Welfare Benefits Summary for Custodial Children***
  - b) SSI/SSA Award Letters
  - c) Copy of Social Security Card in Adoptive Name
  - d) Date of Birth Reports CS-0792, Review of Eligibility for Adoption Assistance for Child turning 18, 19, and 20 Years old
  - e) ***Certification of Eligibility for Title IV-E Adoption Assistance***
- 4. **Financial/Expenses:** This section consists of any financial expenses related to the Adoption Assistance case. Appropriate documentation for this section should include the following:
  - a) Attorney Fee Invoice
  - b) Ongoing Services Invoices
  - c) Placement Fee/Home Study Fee Invoices
  - d) ChipFins Screen (from foster care)
  - e) Purchase Services & Goods (PSG) Authorizations
  - f) Substitute W-9 (optional)
  - g) Automated Clearing House (ACH) Form (optional)
  - h) Approval for non recurring expenses if applicable
- 5. **Appeals:** Appropriate documentation for this section should include the following:
  - a) Appeal Summary
  - b) Appeal Correspondence
  - c) Appeal Orders
- 6. **Correspondence/Miscellaneous:**
- 7. **ICAMA (Interstate Compact on Adoptions and Medical Assistance):** Appropriate documentation for this section should include the following:

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- a) Copy of Memo to Central Office
- b) ICAMA forms